

C.I.G. Administrative Instructions



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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.ADMINISTRATIVE INSTRUCTION
NUMBER

20 October 1947

File

25X1A

SUBJECT: Reproduction Requisitions and Priorities

25X1A

1. REPRODUCTION PRIORITIES

a. Classes of priorities for all types of reproduction are established as indicated below:

<u>Priorities Class</u>	<u>Used When</u>	<u>Completed</u>
AA	Extremely Urgent	Immediately
A	Most Urgent	72 hours
B	Urgent	7 days
C	Less Urgent	14 days
None	No Urgency	30 days

b. Priority requested will be shown under "REMARKS" on Form No. 36-2, (Reproduction Requisition). Class AA and A priority requests will include justification for urgency.

c. Chief, Services Branch, A&M must personally take action on Class AA and Class A priorities, and will be responsible for resolving priority conflicts between CIA activities.

d. Insofar as practicable, constant priorities will be established for recurring reports of similar form and type. CIA activities concerned will coordinate directly with the Chief, Services Branch A&M to establish such priorities at the earliest practicable date.

e. Office and Staff Section Heads must personally maintain sufficient knowledge of priority needs and requests to insure against misuse of priorities "B" and above. The bulk of all priorities should normally be below Priority "B" so that matters of real urgency will not be delayed in reproduction.

2. Reproduction requests, except for constant priorities, will be submitted on Form 36-2 (Reproduction Requisition) which will be completed in each detail.

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3. Types of Service and Cost:

a. Reproduction facilities are available for:

- (1) Mimeograph
- (2) Hectograph (Ditto)
- (3) Offset print
- (4) Type-set print
- (5) Photostat
- (6) Microfilm
- (7) Ozalid print
- (8) Photography

b. Advice relative to cost, time required, and numbers of copies in connection with each type of facility will be provided on call, by the Chief, Reproduction Division, Services Branch, A&M.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Executive for
Administration and Management

25X1A

Distribution: A

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

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